

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

December 3, 2012

MEMORANDUM OM 13-12 (NxGen)

TO: All Regional Directors, Officers-in-Charge
and Resident Officers

FROM: Anne Purcell, Associate General Counsel

SUBJECT: NxGen Release 6.0 (ALJ Division)

We are very pleased to announce that NxGen Release 6.0 (adding the Division of Judges) will be deployed to everyone on December 3, 2012. With this release, the Judges Division will begin using NxGen to perform all its work. This will allow the Agency to both retire the Judges Division legacy case tracking system, known as TIGER, and provide a number of features that will be useful to all Regional Offices, including those set forth below:

- Regions will be able to quickly determine whether a Hearing has been set or a Postponement granted by a simple query of the case in NxGen.
- Regions will be able to view determinations made on Motions, Briefs or Postponements immediately upon issuance by Administrative Law Judges.

We ask that all Regions wait to input or edit any Hearing information into NxGen until they have received training from a NxGen Program Analyst. Since Regions work closely with the Judge's Division in scheduling hearings, we will have combined training with the specific Judge's Division and their respective Regions.

Training

Training sessions are scheduled for the week of December 3, as set forth in the attached training schedule, and will be posted on the Operations' "Upcoming NxGen Training" Intranet website at <http://insider.nlr.gov/operations/nxgen-training-library/upcoming-nxgen-training>.

If the proposed date is inconvenient, training can be rescheduled for a later date. Please keep in mind, however, that rescheduling to a later date could mean that the Region is unable to use the system effectively until training is received, and that may result in delayed utilization of the modified Hearing process. To reschedule, Regions should contact the individual conducting the session to make arrangements for alternate or additional training dates. If changes are made through the Program Analysts, the schedule posted on the NxGen Intranet website will be updated regularly.

We estimate that training on NxGen Release 6.0 will take approximately one hour. Training will be conducted by NxGen Program Analysts Jodi Breirather, Deneen Nagy, Jane Stewart, Carlisa Caine-Coleman, Patricia Torres, Alexandra Vavakas and Victoria Zelski.

The sessions will be conducted via Live Meeting. The trainer will send you a link to the conferencing website prior to your scheduled training. To prepare,

- Select a computer for the training.
- Set the computer monitor resolution to 1024 x 768.
- Test the link to Live Meeting.
- Call the Audio Conference number about 5 minutes before the start of the session

We will work with the Regions to ensure that deployment of the NxGen Release 6.0 will be as problem free as possible. If you have questions concerning this memo, please feel free to contact Supervisory Program Analyst Marge Hamrick, your AGC or Deputy.

/s/
A.P.

cc: NLRBU

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Training Schedule

Dec.	Region	Trainer	Time (EST)	Phone	Passcode
4	R01	Vicki	9:30 AM	1-877-896-5923	3223673#
4	R02	Carlisa	9:30 AM	1-877-896-5923	1535101#
4	R03/ALB	Vicki	11:00 AM	1-877-896-5923	3223673#
5	R04	Pat	9:30 AM	1-877-896-5923	4863953#
4	R05/WDC	Alex	1:30 PM	1-877-896-5923	2417441#
4	R06	Jane	9:30 AM	1-888-886-4280	8601617#
4	R07/GR	Carlisa	11:00 AM	1-877-896-5923	1535101#
5	R08	Alex	11:00 AM	1-888-886-4280	2417441#
4	R09	Carlisa	1:30 PM	1-888-886-4280	1535101#
5	R10/BIR	Carlisa	3:00 PM	1-877-896-5923	1535101#
5	R11	Carlisa	1:30 PM	1-877-896-5923	1535101#
6	R12/JAC/MIA	Carlisa	3:00 PM	1-888-886-4280	1535101#
5	R13	Jane	9:30 AM	1-888-886-4280	8601617#
6	R14	Jane	9:30 AM	1-888-886-4280	8601617#
4	R15	Pat	11:00 AM	1-877-896-5923	4863953#
4	R16/HOU/SAN	Jane	11:00 AM	1-888-886-4280	8601617#
5	R17/TULSA	Jane	11:30 AM	1-888-886-4280	8601617#
6	R18	Jane	11:00 AM	1-888-886-4280	8601617#
4	R19/ANK/36	Jane	4:00 PM	1-888-886-4280	8601617#
4	R20/SR37	Vicki	3:00 PM	1-877-896-5923	3223673#
5	R21/SAN DGO	Jane	3:00 PM	1-877-896-5923	8601617#
5	R22	Carlisa	9:30 AM	1-877-896-5923	1535101#
4	R24	Pat	3:00 PM	1-877-896-5923	4863953#
5	R25/SR33	Carlisa	11:00 AM	1-877-896-5923	1535101#
5	R26/LR/NASH	Carlisa	11:00 AM	1-877-896-5923	1535101#
4	R27	Vicki	1:30 PM	1-877-896-5923	3223673#
5	R28/ABQ/LAS	Jane	1:30 PM	1-877-896-5923	8601617#
5	R29	Pat	11:00 AM	1-877-896-5923	4863953#
6	R30	Jane	1:30 PM	1-888-886-4280	8601617#
5	R31	Carlisa	9:30 AM	1-888-886-4280	1535101#
6	R32	Jane	3:00 PM	1-877-896-5923	8601617#
6	R34	Carlisa	11:00 AM	1-877-896-5923	1535101#